



Alpha School of Massage Learn To Relax

Massage & Skin Care Programs
CATALOG

Volume 34 August 2020

Alpha School of Massage, Inc.

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LICENSURES AND APPROVALS

LICENSED BY

Commission for Independent Education, Florida Dept. of Education, School Lic #1870.
Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll- free #888-224-6684

Massage Clinic License #MM34978 is issued by the Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy

APPROVALS

National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
<http://www.ncbtmb.org/>

Florida Board of Massage Therapy
<http://floridasmassagetherapy.gov/>

Georgia Board of Massage Therapy
www.sos.ga.gov/plb/massage

Florida Board of Cosmetology
<http://www.myfloridalicense.com/DBPR/cosmetology>

GOVERNING BODY/OWNERSHIP

President/Owner – Christopher Adam Driggers
Alpha School of Massage, Inc.

ADMINISTRATIVE AND CLERICAL STAFF

Chief Administrative Officer – Adam Driggers
Administrative Assistant – Rachel Stancil

INSTRUCTORS

Michael L. Garcia, RN, LMT MA# 21545 RN# 974742
FCCJ Technical Nursing 1976, Alpha School of Massage 1995

Edward L. Driggers, LMT MA# 20692
Alpha School of Massage 1995

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SouthEastern School of NMT 2003

Deana Reyburn, LMT MA# 90341
New York College for Holistic Health

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Florida Academy of Massage and Skin Care 2005

Marivie Pirkov, FB, LMT FB# 9760957 MA# 92180
Alpha School of Massage 2017 2019

Rachel Stancil, LMT, FB MA# 88498 FB# 9773760
Alpha School of Massage 2017 2019

ACADEMIC ADVISORS

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Ortega, Edith, MD · 3633 Crown Point Ct. Jacksonville, FL 32257 (904) 262-8113
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MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

PROGRAM OBJECTIVE FOR THE 501-HOUR MASSAGE THERAPY PROGRAM

We are dedicated to the ideals of holistic health and the role that massage plays in the healing arts. It is our goal to provide our students with a well-rounded curriculum resulting in knowledge and proficiency as massage therapists. We are a liberal-minded school. Our goal is to be here to help you obtain a new beginning.

PROGRAM OBJECTIVE FOR THE 900-HOUR MASSAGE THERAPY PROGRAM

Our 900-hour massage therapy program will provide students with more than the basic theoretical and practical abilities needed to begin a career in the massage industry. This program will provide students with an expanded body of knowledge in pathology; specifically related to musculoskeletal dysfunctions, as well as advanced theoretical concepts in the science of massage. The laboratory/clinical section will provide our students with a minimum of 300 hands-on clinical experiences, making them highly trained and experienced therapists even before they enter the workforce. It is our goal to provide this experience to set our graduates

apart from those that may finish massage school with only basic proficiencies and limited real-life massage experiences. We expect our graduates to be highly pursued by employers due to this expanded preparation.

PROGRAM OBJECTIVE FOR THE 350-HOUR ESTHETICS SKIN CARE PROGRAM

It is our goal to enable students to gain skills in esthetics and obtain a Florida facial specialist registration. Students will also gain entry-level skills to be employed in the salon, spa, and wellness settings.

HISTORY

Our school was established to provide training and employable skills in the field of massage therapy.

The school was established by Michael E. Lanning and Steven D. Williams in answer to the need for trained massage therapists. Gilbert N. Weise, Sr. obtained ownership of Alpha School of Massage, Inc. in December 1995.

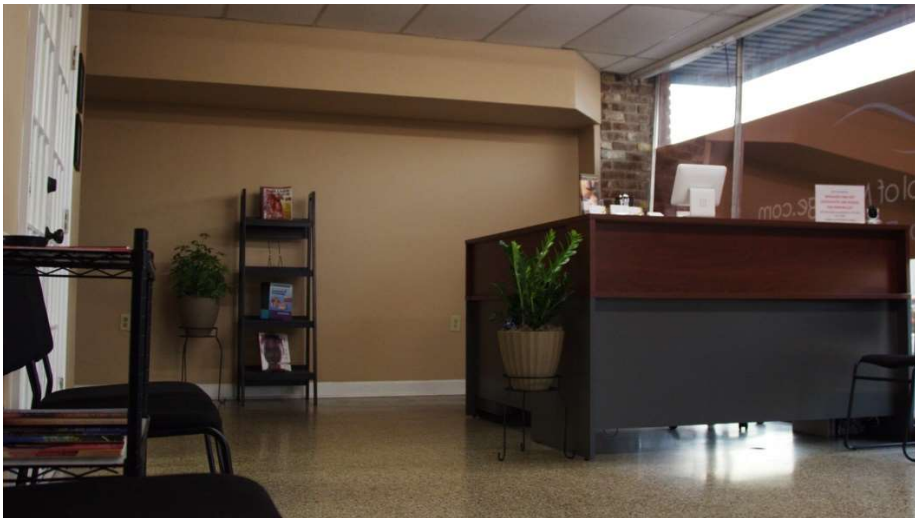
DESCRIPTION OF FACILITIES

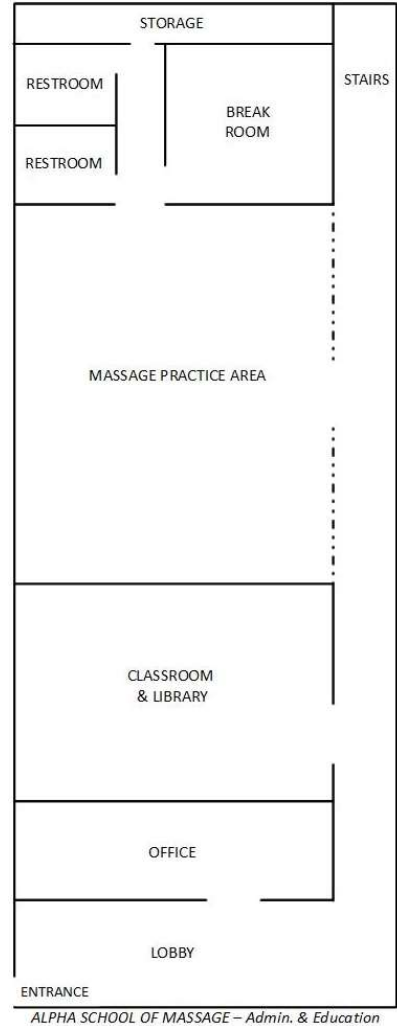
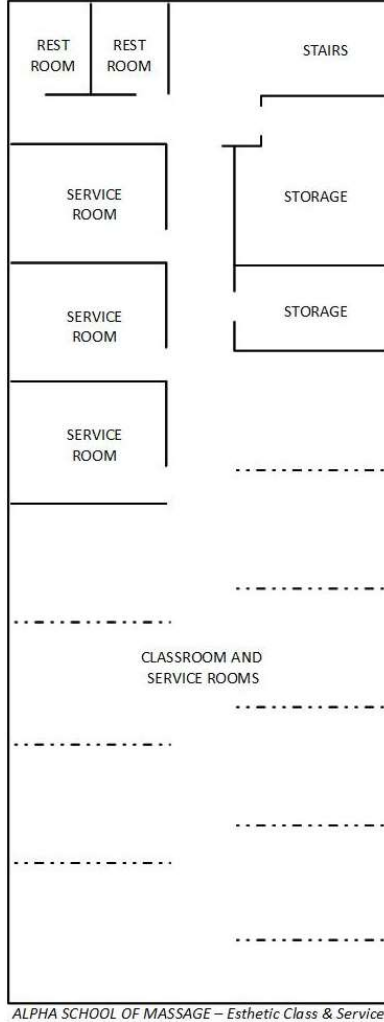
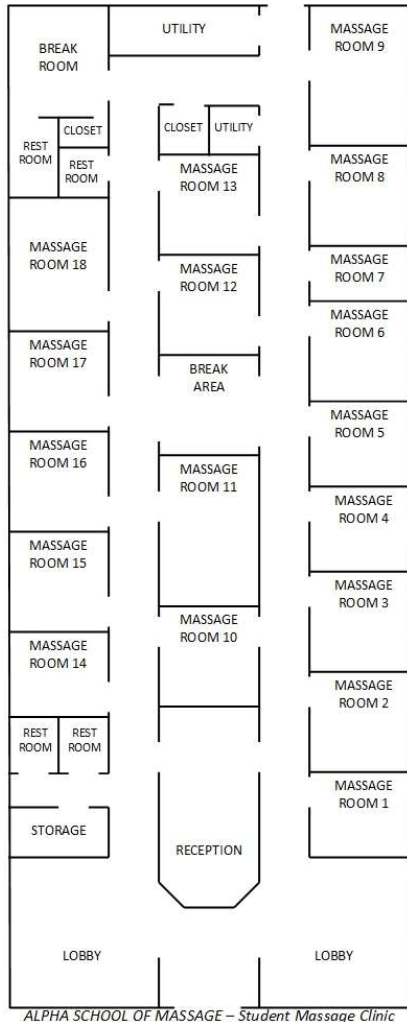
LOCATION

Alpha School of Massage, Inc. is easily located from all areas of Jacksonville and surrounding cities, with convenient parking. Our physical address is 4642 San Juan Avenue, Jacksonville, Florida 32210-3228.

SCHOOL GROUNDS

Alpha School of Massage, Inc. is housed in facilities totaling over 11,000 square feet. It is comprised of three areas including a 3,000 square foot space that houses our massage classes, library, and open practice room accommodating up to thirty students. The second 3,000 square foot space houses the skin care program and provides both class and clinic areas with capacity of up to twenty students. The third space is an additional 4,000 square foot area that houses our student massage clinic including reception area with ample seating.





SCHOOL EQUIPMENT

- 50 massage tables
- 12 massage chairs
- 2 hydraulic massage tables
- 12 hot stone warmers/stone sets
- Cold stones
- Bolsters/Pillows
- 16 facial steamers
- 12 towel warmers
- 4 microdermabrasion machines
- Skin care tools
- Wax warmers

- Supply of linens
- Lubricants
- DMQ disinfectant
- Ice packs
- Table warmers
- Anatomical charts
- 2 life-size human skeletal model
- Televisions/Video Equipment
- Desks/Chairs/Tables
- Student computers
- Book and video learning resource center

ADMISSION REQUIREMENTS

Students attending our school must:

1. Possess a high school diploma, GED certificate.
2. Complete the appropriate applications and forms.
3. Submit the required Enrollment Agreement and Enrollment fee(s).
4. Make proper arrangements for full payments of tuition and any other required fees.

Alpha School of Massage, Inc. does not discriminate against any applicant due to race, creed, color, and/or religion.

Massage therapy program students are required to report all criminal offenses to the Florida Board of Massage Therapy (FBMT) and submit to a criminal background check. Each application will be evaluated on an individual basis. Some offenses may prevent you from obtaining a license. Contact the FBMT at (850) 488-0595 for details.

Esthetics skin care program students are required to report all criminal offenses on their application for facial specialist registration. Answers may be checked against local, state, and federal records. Failure to answer accurately may result in denial or revocation of your license. If you do not fully understand, consult with an attorney or contact the Department of Business and Professional Regulation (DBPR) at (850) 487-1395.

READMISSION

Students that are dismissed for academic progress, absences, tardiness, or for not fulfilling financial obligations are eligible to re-apply to the school. Students applying for readmission must repeat the full admission process. Previous credits successfully earned at the school will be accepted. Students must be in good financial standing with the school to re-enter.

TRANSFER CREDITS

All credits from other institutions will be evaluated according to these guidelines:

A Unit of Credit is defined as: One clock hour will represent 50 minutes of classroom instruction in the physical presence of an instructor plus appropriate breaks.

1. This school will be provided a certified transcript mailed directly from an institution licensed by the Commission for Independent Education or equivalent licensing authority of another state. Please bring all documents pertinent to previous training.
2. Courses for which credit is granted shall parallel in content and intensity to courses offered by this school.
3. A minimum of a "C" average must be met, if graded using an "A", "B", "C" scale; or a 2.0, if using a 0 to 4 scale; or an 80 average, if using a 0 to 100 scale.

4. Our school reserves the right to test a prospective student using oral, written and/or practical exams to evaluate a student's previous training. The student must obtain a minimum of 80 on these tests to receive credits.
5. At a minimum, 25% of the credits for completion of a program must be earned through coursework offered by and completed at Alpha School of Massage.
6. If a student transfers from Alpha School of Massage, it is up to the receiving school whether to accept any credits.

STUDENT WITHDRAWAL

Any student who wishes to withdraw from classes should contact the Administrator for exit interviews. These meetings are required to resolve all academic, financial and other pertinent business. Withdrawal from school does not alleviate the student's responsibility to pay loan debts and charges incurred in school. A student who withdraws from school and wishes to restart shall apply for readmission. All students whose enrollments are terminated are subject to the school refund policy.

PROBATION/DISMISSAL

The following are grounds for probation or dismissal:

1. Failing to maintain a 75 grade point average in all subjects. If a student is dismissed for unsatisfactory progress, the student will be required to submit a letter for re-entry to the school for review by the Administration, and to submit a new application. If the student is then approved to re-enter the program, they must pay an additional enrollment fee, and will be expected to complete the entire program again, including paying additional tuition for the new program, if applicable.
2. Behavior or activities that could be harmful to this profession, this school, or any of the staff or students of this school. This includes on and off campus activities and behaviors.
3. Actions resulting in destruction of private or school property or properties.
4. Having 3 (three) unexcused absences in a thirty-day period.
5. Being late or leaving early (or any combination of the two), six times in a thirty-day period, without an acceptable excuse.
6. Having ten or more clinical misses.
7. Possession of or being under the influence of alcohol or drugs while on campus/school property or at a school sponsored event.
8. Non-fulfillment of any financial agreement for tuition or any other expenses or charges owed to the school. Non-fulfillment of a financial agreement to any financial institution for tuition incurred for attending this school.
9. Lying, cheating or stealing associated with attending this school.
10. Not following the written and/or posted rules, regulations, policies and procedures of this school.
11. Failure to purchase and/or possess all items listed under Required Supplies.

CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, and have paid their entire tuition in advance, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 (three) business days after signing the Enrollment Agreement and making the initial payment. This includes the Registration/Enrollment fee.
3. Cancellation after the third (3rd) business day, but before the first class starts will result in a refund of all monies paid, with exception of \$150.00 of the Registration/Enrollment fee.
4. Cancellation or termination after attendance has begun, but prior to the student attempting to complete 50% of the program (whether the student successfully completed/passed all hours or not), will result in a pro-rate refund of tuition computed on the number of hours the student was scheduled to be in school (whether they attended or not, and whether they successfully completed the hours or not), compared to the total program hours enrolled in. There will be absolutely no refund on any books, supplies or equipment fees.
5. Cancellation or termination after a student has attempted to complete 50% or more of the program will result in no refund, whether the student successfully completes the attempted hours or not. Students are considered to have attempted all hours that occur during the scheduled class and clinic times, whether they attended or not, if they were enrolled as a student during that time. Holidays and any other days that the school is/was closed will not be used to compute scheduled or attempted hours.
6. Termination date: the termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within thirty (30) days of termination or receipt of cancellation notice.

Grounds for termination of agreement: Students can be terminated for failure to meet financial obligations; failure to maintain satisfactory academic progress; failure to comply with school rules, policies, or procedures; failure to maintain satisfactory attendance; or any other condition/situation listed under the probation/dismissal section.

HOLIDAYS OBSERVED

Labor Day (September 7, 2020)
Thanksgiving Day (November 26, 2020)
Christmas (December 24 and 25, 2020)
New Year (December 31, 2020 and January 1, 2021)

Memorial Day (May 31, 2021)
Independence Day (July 4, 2021)

STUDENT SERVICES

GRADUATE PLACEMENT ASSISTANCE

Our school will assist by sharing information available to us from working massage therapists and estheticians, as well as community contacts to match a graduate with a suitable work opportunity. We cannot guarantee employment for our graduates but will offer any ethical assistance.

LEAVE OF ABSENCE

Should it become necessary for a student to take an extended leave, he/she may do so with a written application/request to the Administrator. One leave of absence may be taken for up to a maximum of sixty days. The student will be expected to continue their studies and practical applications practice during the leave. The student will be expected to demonstrate their ability to rejoin the class without additional training in subject areas previously covered during the student's presence. It will be the student's responsibility to make up all tests missed during the leave before the end of their contract period. The student's contract ending date will be adjusted by adding all missed time to the original ending date, or a different ending date may be selected, if agreed to by the student and the Administration (without affecting any tuition owed). A new contract, with additional enrollment and tuition fees will be required should the leave extend beyond sixty days.

RECORDS ON FILE

Records of each student's progress are routinely updated and kept on file. These records and permanent transcripts are available for inspection and copies of the transcripts are furnished to students when they graduate. Alpha School of Massage reserves the right to withhold the issuance of a transcript to a student who is financially indebted to the school. No other records will be furnished without a written request from the student. All records shall be kept confidential and maintained by the school.

There will be no charge for transcripts requested from other schools, licensing authorities, or massage testing companies sent by our school for our graduates.

There will be no charge for the original transcript or certification of completion/diploma provided to our students. There will be a charge for all additional transcripts or certificate of completion/diploma provided to students at their request. The fee will be a minimum of \$25.00 for each copy provided to the student or other authorized party. Payment must be received before we will provide the documents.

STUDENT COUNSELING

Should a student have difficulty with any area of his/her training, counseling is available to students, including academic advising and financial aid assistance.

STUDENT POLICIES

Students are responsible for understanding all rules and policies of the school through publications, memos, online correspondence and the school catalog. If policy change affects students currently in training, a copy of the new policy will be made available to the student.

SCHOOL NOTIFICATION

Students are required to notify Alpha whenever a change in personal information occurs, such as change of name, address, or telephone number. Additionally, any anticipated changes in attendance, student payments, or any other item that may have an impact upon completion of the student's education should be reported to the Administration.

DRESS AND APPEARANCE

Students should begin to acquire a wardrobe suitable for their future workplace. Many employers have set standards of appearance, and it is to the student's advantage to develop the discipline of meeting preset standards. All student attire must fit well, be clean, and in good condition. The Dress and Appearance Code is in the Student Handbook.

STUDENT CONDUCT

Mature, business-like conduct is expected in the classrooms and throughout the school property. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption will not be tolerated. Any activity that adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behavior in the hallways, break room, and parking lot. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility to provide a positive and safe environment for learning. If a student or staff member should observe inappropriate behavior, it should be reported to the Administrator so the issue can be addressed. Students who are unable to abide by the rules will be subject to dismissal from the school.

As an Alpha student your actions and conduct will not only reflect on you as a person, but will also reflect on the professions of massage and esthetics as a whole. It is your responsibility as a student to conduct yourself in and out of the practice of massage and esthetics in an ethical manner.

DRUGS AND ALCOHOL

Students attending the school may not possess, sell, use, give away or otherwise distribute drugs or any alcoholic beverages on the school premises or at any school-sponsored event.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Alpha School of Massage.

APPEALS TO DISMISSAL

A student who is terminated from Alpha has the right to appeal the termination. The appeal must be submitted in writing, signed and dated, to the Administrator within ten classroom days of the termination date.

ADMINISTRATOR DISCRETION

The Administrator may override Alpha rules and policies if mitigating circumstances exist.

GRIEVANCE/SUGGESTION POLICY

We are always open to suggestions, ideas and constructive criticism and encourage all students to submit these to the staff on a regular basis. If a student has a suggestion or concern, it should be written down and given to one of the staff members. It should not be brought up or discussed during class time. After the Administration has had time to review and consider the issue, it will be discussed personally with the student (if a name was signed) and/or discussed during class time, if appropriate.

Should a student feel that they have a legitimate complaint concerning another student, staff member, client, or the school in general, we honestly would like to hear about it. We will not tolerate personal attacks, verbal abuse or personal vendettas (no matter how justified or right a student may feel about doing it).

All properly submitted complaints, requests and grievances will be answered, in writing, by the appropriate staff member or administrator within seven working days (Saturdays, Sundays and holidays are not considered working days).

COURSE CANCELLATION POLICY

If Alpha School of Massage cancels any scheduled courses or programs, Alpha School of Massage will refund 100% of all fees paid in advance for those courses/programs.

CHANGES IN PROGRAMS, TUITION, BOOKS, FACULTY, ETC.

Alpha School of Massage reserves the right to make certain changes in books, faculty, facilities, program length, scheduled class times and tuition. This list is not intended to be all inclusive. Tuition changes will not affect students currently in training.

SPECIAL FEES

- Returned check fee: \$25.00
- Late payment fee: \$25.00
- Change of attendance schedule fee: \$25.00
(Students can change their attendance schedule once during an enrollment period with no fee; internship and advanced clinical practicum students may submit one attendance schedule change with no fee.)

MASSAGE THERAPY PROGRAMS

MASSAGE THERAPY PROGRAM DESCRIPTION

Our programs consist of classroom lectures, supervised hands-on instruction and supervised student clinical practicum designed to provide the student with both theoretical and practical knowledge in preparation for success in passing the licensing exam and in learning the skills needed for becoming employed as a massage therapist or facial specialist. Our graduates will be prepared to immediately enter the workforce as practiced massage therapists and facial specialists ready for work in a spa or clinical setting.

ABOUT MASSAGE THERAPY

It is an ancient art dating back throughout recorded history. It is the manipulation of the soft tissues of the human body intended to improve the functioning of the nervous, muscular and circulatory systems.

Influenced by the cultures and traditions of many nations, from China in the east to Europe and the Americas in the west, massage offers many benefits encompassing one's physical, mental and spiritual being.

A CAREER IN MASSAGE THERAPY AND BODYWORK

Massage therapy and bodywork offer the possibility of a richly rewarding career. The emotional satisfaction of helping others feel better, self-employment opportunities, comparatively low overhead, great flexibility in terms of career opportunities, and the potential to earn a good living are just some of the benefits.

The field of massage and bodywork is tremendously diverse and interesting and offers great employment potential, especially for women, minorities and those individuals who are visually or hearing impaired.

EMPLOYMENT OPPORTUNITIES

Practitioners have a tremendous variety of employment opportunities in various settings, such as: bodywork and somatic therapy establishments; athletic clubs; beauty salons; destination and day spas; chiropractic offices; sports medicine clinics; physical therapy clinics; hospitals; cruise ships; dance studios; dance touring companies; golf and country clubs; celebrity employment; resorts; hotels; professional athletic teams; corporate wellness programs; and many others.

The value of massage therapy and bodywork in both the prevention of injury and in the acceleration of the rehabilitation of injuries in athletes has gained acceptance and recognition.

Members of the medical and athletic communities are utilizing massage therapy and bodywork therapies as an integral part of training, injury prevention and recovery regiments.

The benefits of massage therapy and bodywork in reducing stress are well documented. Many corporate wellness programs are employing massage therapy and bodywork practitioners to provide on-site services for their employees to reduce stress related to the work environment.

Offering massage therapy and bodywork services are commonplace at high quality resorts. Many first-class resorts are incorporating complete spas into their properties, evidence that travelers appreciate and utilize these services. The availability of spa services is often a reason that the health-conscious traveler will choose one resort over another.

SELF-EMPLOYMENT

Many massage therapy and bodywork practitioners enjoy the freedom of self-employment. Many practitioners provide services in their own homes, places of business, or in the home of their client. Others provide on-site massage in a variety of business settings.

WORKING FOR OTHERS

In situations where massage therapy and bodywork practitioners find employment through an existing business, the practitioner is typically either an employee or an independent contractor, depending on the description of the position and the structure of the business.

In some situations, the practitioner manages or works in a separate massage therapy and bodywork department.

Responsibilities vary with the employment situation, but generally, the practitioner's primary responsibility is to provide massage therapy and bodywork services to clientele. The typical work day for a full-time practitioner consists of seeing up to eight clients a day, with the average session lasting for approximately 50 minutes. Depending on the support staff available, a typical day might also include preparing the room for the session and performing some reception duties. In larger facilities where support staff is available, a practitioner may only be required to provide massage to the client; room preparation and other services may be provided by support staff. Some establishments require their practitioners to help out in other ways during slow times.

TRAINING

Educational requirements for entrance into the field of massage therapy and bodywork vary throughout the United States.

There are over 1400 massage therapy and bodywork schools in the United States and hundreds of different styles or techniques. Training periods vary from one month to two years depending on the complexity of the practice the person wishes to pursue and the regulations within any given state or municipality. Learning a variety of styles or techniques will broaden an individual's employment opportunities and provide variety to their work. For example, combining massage/bodywork skills with training in various spa treatments such as body

scrubs, herbal wraps, or facials will expand employment opportunities in spas, health clubs and resorts. For this reason, an individual may wish to research the different earning potential and opportunities available to individuals trained in various techniques.

INCOME

Annual earnings depend on a variety of factors, including geographical location; demographics of that population; your desired scope of practice; the costs of business operations; the “supply and demand” factor of your services in the area; the success of your marketing strategy; your own level of motivation and assertiveness; and your years of experience. The physical capabilities and ergonomic skills of the individual practitioner will also be a factor relating to an individual’s potential income.

ADVANCEMENT AND CAREER MOVES

Other than being promoted to a position as a department head or supervisor of a department, promotions are not readily availability in this vocational field in terms of a title; however, wages generally increase to a certain level based on experience and customer satisfaction. The opportunity for variety, however, is unique. Some individuals employed in the massage therapy field have the opportunity to travel extensively, work on cruise ships and in resort areas, or establish businesses within their own community. Practitioners often shift the focus of their services as their individual areas of interest change throughout the years. That focus may, for example, shift from providing basic stress-reduction massage/bodywork to providing more medically-oriented injury prevention practice. Further education would be required to make this transition.

Many individuals use massage therapy and bodywork training as a stepping stone to enter chiropractic, physical therapy, or other areas of the health care field. Some find it a way to familiarize themselves with one-on-one client contact to determine if a medical career is of interest. Others use a massage therapy and bodywork practice as a way to put themselves through medical, chiropractic, or osteopathic school. Massage therapy and bodywork therapies are valuable skills which can be used in nursing, physical therapy, or chiropractic careers. Some practitioners expand their services to include personal training, aerobics instruction, cosmetology and/or esthetics.

DISCLOSURES CONCERNING STATE EXAMINATIONS FOR MASSAGE THERAPY

All students must apply for and pass a state-approved licensing examination to receive a Florida license. This exam is administered by a third-party agency and these fees are not covered by Alpha School of Massage tuition. The following fees can change at any time and should be verified by the student: MBLEx licensing examination fee \$265, Florida License Application fee \$155, estimated \$90 for background check and fingerprinting.

MESSAGE THERAPY CHANGE OF PROGRAM

Students that originally enrolled in the 900-hour program may be permitted to switch to the 501-hour program and transfer their hours and clinical massages based on the following criteria:

Any hours accumulated in the “hands-on” or “advanced training” portion of the 900-hour program cannot count as credit for the 501-hour program. The 501-hour program does not include that training as part of its curriculum. These hours will be subtracted from the total hours accumulated.

1. The student must currently be attending our 900-hour massage therapy program or have recently been enrolled in that program.
2. The student cannot be on a leave of absence.
3. The student must submit a written request to change to the 501-hour program.
4. The student must pay the \$5,000.00 tuition fee before any consideration to program changes. All other financial obligations and fees must be settled.
5. Students must continue to attend all scheduled clinical dates until the Administration notifies them, in writing, that they have completed all the requirements listed on this page.

Once approval has been granted by the Administration to change programs, the student will have to complete all program requirements, in addition to those listed below.

1. The student must satisfactorily complete a minimum of 125 clinical practicum massages in clinic. Students that have met this requirement but not all the others, including the passing of the licensing exam, must continue to participate in the clinical practicum.
2. The student will attend their normally scheduled hours or may attend more often with Administration approval, until completion of program requirements.
3. Any student that stops attending their normally scheduled hours will be considered as absent and will be subject to all current policies and procedures, including the requirements for student clinical practicum.
4. Once a student provides proof that they have scheduled to take their licensing exam, they will not be required to attend class lectures and will not receive any hourly credit for attending such lectures. These students will still receive credit for all clinical hours they participate in.
5. The student must provide proof that they have passed the state licensing exam.
6. Students that stop attending the school before satisfactorily completing these requirements will receive a failing grade in all appropriate sections, including any missed tests. These students will also receive a failing grade in the clinical portion of the program.

MESSAGE THERAPY PROGRAMS GRADUATION

Students will receive a certification of completion/diploma and a copy of an official transcript outlining the curriculum they completed when all obligations to the school and all stated requirements are met. All required documents will be sent electronically to the Florida Board of Massage Therapy, allowing the student to apply for a state license. The entire program of study must be completed before a student can obtain a Florida Massage Therapy license.

To successfully complete the program and graduate, each student must meet all the following criteria:

1. Successful completion of the minimum number of hours for the program enrolled in.
2. Maintain a passing average in all graded subjects/areas.
3. Pass the state licensing exam.
4. Successfully complete all required clinical dates (students must make up all missed clinical dates).
5. Fulfill all financial obligations to the school.
6. Provide all required documentation to the school.
7. Purchase and maintenance of all required supplies.

Note: Certification of completion/diploma and/or transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

MESSAGE THERAPY PROGRAMS ACADEMIC CALENDAR

CLASS STARTING AND ENDING DATES FOR FULL TIME

(Part-time schedules add: 5 months for daytime and 7 months for evening.)

First 900-hour daytime term/class: begins October 5, 2020, ends approx. July 9, 2021

First 900-hour evening term/class: begins October 5, 2020, ends approx. October 8, 2021

First 501-hour daytime term/class: begins October 5, 2020, ends approx. June 11, 2021

First 501-hour evening term/class: begins October 5, 2020, ends approx. June 11, 2021

Second 900-hour daytime term/class: begins February 1, 2021, ends approx. November 5, 2021

Second 900-hour evening term/class: begins February 1, 2021, ends approx. January 28, 2022

Second 501-hour daytime term/class: begins February 1, 2021, ends approx. October 8, 2021

Second 501-hour evening term/class: begins February 1, 2021, ends approx. October 8, 2021

Third 900-hour daytime term/class: begins June 7, 2021, ends approx. March 11, 2022

Third 900-hour evening term/class: begins June 7, 2021, ends approx. June 3, 2022

Third 501-hour daytime term/class: begins June 7, 2021, ends approx. February 11, 2022

Third 501-hour evening term/class: begins June 7, 2021, ends approx. February 11, 2022

A student may apply at any time prior to the next scheduled class and up to one week after the starting date of a scheduled class. The date of completion is determined by the starting date, the frequency of attendance and the completion of all other requirements.

Full-time students attending the 501-hour program will be expected to complete the course in approximately 36 weeks.

Part-time students attending the 501-hour program will be expected to complete the course in approximately 60 weeks.

Full-time students attending the 900-hour program during the daytime will be expected to complete the course in approximately 40 weeks.

Full-time students attending the 900-hour program during the evening will be expected to complete the course in approximately 52 weeks.

Part-time students attending the 900-hour program during the daytime will be expected to complete the course in approximately 60 weeks.

Part-time students attending the 900-hour program during the evening will be expected to complete the course in approximately 76 weeks.

If a student has not satisfactorily met all the requirements to complete the course of study by the ending date of their contract, they must enter into a new contract to complete the remaining requirements. The new contract will be for a specified time, the student must continue to attend during that period, and must complete all the remaining requirements during that period. Students will attend on the same schedule as all other students, with approximately half the time in clinic and half in class, unless the student desires (or needs) only clinical times. **There will be an additional enrollment fee and a tuition fee for the additional hours in the new contract, based on the current fee schedule in effect when the contract is signed.**

MASSAGE THERAPY PROGRAMS REQUIRED SUPPLIES

Additionally, all students will be required to purchase on their own (and bring to class by the second day of school) the following supplies:

1. Two flat sheets: twin-size or full-size
2. Six white bath towels (approx. 3ft long)
3. Two hand towels
4. One king-size pillow and pillow case
5. Three pairs of full-length, tan/khaki/black scrub pants, MINIMUM. (See Student Handbook for dress code)
6. Closed-toe, comfortable shoes, no heel
7. One clipboard and school supplies
8. One lotion holster and bottle
9. Nine linen face cradle covers
10. One table bungee cord
11. One set of pressure bars
12. One Alpha School of Massage name tag

BOOKS

Massage Therapy, by Susan Salvo, 6th edition
ISBN 9780323581288 Publisher: Evolve/Elsevier
<https://evolve.elsevier.com/cs/product/9780323581288?role=student>

Trail Guide to the Body, by Andrew Biel, Revised 5th Edition
ISBN 9780982978658 Publisher: Books of Discovery <http://www.booksofdiscovery.com>

These books and supplies will cost approximately \$400.00. Supplies purchased from the school are nonrefundable. Supplies must be purchased to attend class.

MASSAGE THERAPY AVAILABLE CERTIFICATIONS

SEATED/ON-SITE/CHAIR MASSAGE CERTIFICATION

This training requires some tools, such as knobble; index knobber; etc., to be purchased/provided by the student. Certification must be applied for before graduation from Alpha School of Massage.

Chair Training consists of the following:

1. Setting up, adjusting and folding up the chair (at least 2 different models/makes, such as Oakworks; CustomCraftworks; Stronglite)
2. Pre-massage instructions, health histories, informed consent, and marketing tips
3. Neck and shoulder massage techniques
4. Headache and carpal tunnel techniques
5. Stretches
6. Basic 10-minute stress relief routine
7. Basic 15-minute stress relief routine

All students are expected to participate in a minimum of 12 hours of chair/on-site/seated massage clinical practicum approved by the staff, after completing the training class and practicing enough to be proficient in all techniques.

BAREFOOT DEEP TISSUE CERTIFICATION

Requires pillows (one king or queen size pillow or two regular size pillows). If performing floor demonstration, a futon pad, yoga mat or similar pad to be provided by the student. Overhead support/bar system will be provided by the school. Certification must be applied for before graduation from Alpha School of Massage.

1. Barefoot Basics 1 – explanations; contraindications; indications; table etiquette; basic one-footed strokes on the table posterior upper body strokes, shoulder and neck techniques

2. Barefoot Basics 2 – basic one-footed strokes on the table posterior hip and lower body strokes; rocking; stretching
3. Barefoot Basics 3 – review and practice #1 and #2; work on smoothness and flow
4. Barefoot 4 – one-footed side-lying strokes
5. Barefoot 5 – one-footed anterior body strokes
6. Barefoot 6 Posterior Floor – posterior (patient prone) and side-lying floor work (no massage table) with client clothed
7. Barefoot 7 Anterior Floor – anterior (patient supine) and side-lying floor work (no massage table) with client clothed

Barefoot 6 and 7 may be used in businesses, homes, hospitals and at other locations/events where a massage table or overhead support system is not available.

To become certified in Barefoot Deep Tissue Massage students must:

1. Complete training in posterior table work, anterior table work and side-lying table work.
2. Provide proof that the student has performed at least twenty full sessions of barefoot posterior table massage after completing training.
3. Provide proof that the student has performed at least ten sessions of barefoot anterior and side-lying table massages after training was completed).
4. Perform satisfactory barefoot table massage (posterior, anterior, and side-lying) on an instructor (or person approved by the instructor), after completing steps 1 through 3. This is more crucial for certification than the number of recorded barefoot massages and may be done whenever an instructor determines a student is ready and qualified. The student must “WOW” the instructor, not just get through a routine, to receive the certification.

501-HOUR MASSAGE THERAPY PROGRAM

501-HOUR MASSAGE THERAPY PROGRAM TUITION AND FEES

Tuition is charged for the scheduled class/clinic times, whether a student attends those classes or not. If a student is enrolled to attend classes, they are responsible to pay all associated tuition costs and other fees and/or expenses agreed to in their contract that accrue, whether the student successfully completes or attends the days/hours or not. Costs and charges stop only after the student officially withdraws.

FULL-TIME 501-HOUR MASSAGE THERAPY PROGRAM

AM Class

Enrollment fee	\$200.00	
Tuition	\$5,000.00	
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$891.00</u>	(\$99 per month for nine months)
Total cost	\$6,251.00	(based on approximate completion of nine months)

PM Class

Enrollment fee	\$200.00	
Tuition	\$5,000.00	
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$891.00</u>	(\$99 per month for nine months)
Total cost	\$6,251.00	(based on approximate completion of nine months)

PART-TIME 501-HOUR MASSAGE THERAPY PROGRAM

AM Class

Enrollment fee	\$200.00	
Tuition	\$5,000.00	
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,485.00</u>	(\$99 per month for fifteen months)
Total cost	\$6,845.00	(based on approximate completion of fifteen months)

PM Class

Enrollment fee	\$200.00	
Tuition	\$5,000.00	
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,584.00</u>	(\$99 per month for sixteen months)
Total cost	\$6,944.00	(based on approximate completion of sixteen months)

Supply Reimbursement Fee may include but is not limited to: lotions, sheets, gloves, finger cots, disinfectants, cleansers, massage tables, bolsters, table warmers, paper towels, toilet paper, soap, sanitizer, mints, first aid supplies, trash cans and liners, stones, hot stone warmers, topical analgesics.

501-HOUR MASSAGE THERAPY PROGRAM CLASS SCHEDULE

One clock hour describes 50 minutes in the presence of an instructor and an appropriate break. This represents best practice for the adult educational environment.

Classes are offered both during the day and in the evening, on a full-time or part-time basis.

Class hours are as follows:

501-hour daytime class meets from 9:00 a.m. until 3:00 p.m., four times per week.

501-hour evening class meets from 5:00 p.m. until 10:00 p.m., four times per week.

- 501-hour, full-time students are expected to attend four times per week.
- 501-hour, part-time students are expected to attend **a minimum** of two times per week and at least nine hours.

Saturday and/or Sunday class/clinic hours may be offered when demand is sufficient.

Part-time students must attend one regularly scheduled lecture day/night every week and attend at least one regularly scheduled clinical day/night every week. These two nights must be completed Monday through Thursday.

501-HOUR MASSAGE THERAPY PROGRAM ATTENDANCE POLICY

All students will be limited to a maximum of six hours credit per day and thirty hours per week. Students may attend additional/make-up hours (hours other than their normally scheduled hours) only when they have requested, in writing, to do so and their request has been approved, in writing, by an authorized staff member.

Attendance is to be prompt and regular. The state of Florida requires each student to complete a minimum of 500 classroom and clinic hours to complete the program and be eligible to take the required test to receive a Florida license for Massage Therapy. Therefore, a strict attendance policy will be required to enable completion of the program by the end of the contract period.

Students exceeding three days of **unexcused** absences in a thirty-day period or having ten or more clinical misses can be terminated from school for unsatisfactory pursuit. The staff will determine whether an absence is excused or unexcused. Students that are late to class, or leave early, without an acceptable excuse, six times or more in a thirty-day period can be terminated.

Students that are too sick to participate in the massage clinical practicum will be required to clock out and leave the school. This protects both the student's health by allowing them time to

rest and heal, and protects the staff, other students and clients. We expect any student that is sick and may possibly spread the illness to others at the school to remain away from the school until they are not in a contagious stage. Of course, no credit for any time or activity will be accrued during that time.

Students that are injured and unable to fully participate in the massage practicum may be allowed to remain and work in classroom activities, or to observe new material presented in the practicum, but no credit for clinical time or activity will be given.

501-HOUR MASSAGE THERAPY PROGRAM DAYTIME CLASSES ATTENDANCE POLICY

Daytime classes are scheduled from 9:00 a.m. until 3:00 p.m., four days per week for full-time and two days per week for part-time, with a one-hour lunch break, which will give the student five hours of class/clinic credit daily.

To meet our attendance requirements students in the **501-hour full-time** massage therapy program that attend the **daytime** classes **MUST** attend at least 72 hours every month (every four weeks). At least 80 hours of classes will be scheduled monthly during the weekdays. Students may miss a maximum of 10% of the scheduled time in class and/or clinic (approximately eight hours monthly). **Students failing to maintain the 72 hour monthly minimum attendance requirement can be dismissed from the program.**

To meet our attendance requirements students in the **501-hour part-time** massage therapy program that attend the **daytime** classes **MUST** attend at least 36 hours every month (every four weeks). At least 80 hours of classes will be scheduled monthly during the weekdays. **Students failing to maintain the 36 hour monthly minimum attendance requirement can be dismissed from the program.**

Part-time students are required to schedule their classroom/lecture hours to be present during lectures pertinent to the subjects they have not covered yet. There is a syllabus provided which shows the date each subject will be covered and it is up to the part-time student to arrange their schedule to be present for required materials/subjects.

501-HOUR MASSAGE THERAPY PROGRAM EVENING CLASSES ATTENDANCE POLICY

Classes are scheduled from 5:00 p.m. until 10:00 p.m., four days per week for full-time and two days per week for part-time, with a thirty-minute break, which will give the student four and one-half hours of class/clinic credit daily. Students must be able to arrive by 5:30 p.m., at the latest, to participate in this program.

To meet our attendance requirements students in the **501-hour full-time** massage therapy program that attend the **evening** classes **MUST** attend at least 65 hours every month (every four weeks). At least 72 hours of classes will be scheduled monthly during the weekdays. Students may miss a maximum of 10% of the scheduled time in class and/or clinic

(approximately seven hours monthly). **Students failing to maintain the 65 hour monthly minimum attendance requirement can be dismissed from the program.**

To meet our attendance requirements students in the **501-hour part-time** massage therapy program that attend the **evening** classes **MUST** attend at least 34 hours every month (every four weeks). At least 72 hours of classes will be scheduled monthly during the weekdays. **Students failing to maintain the 34 hour monthly minimum attendance requirement can be dismissed from the program.**

Part-time students are required to schedule their classroom/lecture hours to be present during lectures pertinent to the subjects they have not covered yet. There is a syllabus provided which shows the date each subject will be covered and it is up to the part-time student to arrange their schedule to be present for required materials/subjects.

501-HOUR MASSAGE THERAPY PROGRAM CURRICULUM

MTA	101	(means)	Massage Therapy Anatomy and Physiology
BTM	102	(means)	Basic Massage Theory and History
MCP	103	(means)	Massage Clinical Practicum
MAM	104	(means)	Massage Allied Modalities
FSR	105	(means)	Florida Statutes/Rules and History
HTP	106	(means)	Theory and Practice of Hydrotherapy
MME	107	(means)	Massage Medical Errors Prevention
HIV	108	(means)	HIV/AIDS Education
BAM	109	(means)	Business Aspects of Massage
EOM	101	(means)	Ethics of Massage

All courses with a 10 prefix are basic courses.

MTA 101 – MASSAGE THERAPY ANATOMY AND PHYSIOLOGY (150 hours)

1. Textbook study with lecture covering cellular structure through all organ systems of the body
2. Clinical importance of massage
3. Extensive study of musculoskeletal system (e.g., bone and muscle functions and identification)
4. Significance of diseases and trauma to massage (Pathology)
5. Medical vocabulary

BTM 102 – BASIC MASSAGE THEORY AND HISTORY (100 hours)

Approximately 50 hours of classroom lecture/training and 50 hours of practice

1. General principles of massage (e.g., draping, positioning, lubricants, confidentiality, etc.)
2. The five basic massage strokes
3. Indications and contraindications, endangerment sites

4. Joint movements
5. Stroke approach to different parts of the body
6. Therapeutic and physiological effects
7. History of massage
8. Basic massage training, including learning and practicing a basic massage routine, and explaining how each manipulation affects the body

MCP 103 – MASSAGE CLINICAL PRACTICUM (125 hours)

125 hours of Basic Massage Clinical Practicum

MAM 104 – MASSAGE ALLIED MODALITIES (76 hours)

Lecture and demonstrations given by both our staff and by guest allied health care professionals to expose the students to post graduate studies available, as well as student practice in these areas. This consists of approximately 38 class hours and 38 practice/clinic hours.

Examples of subjects that may be covered include, but are not limited to: Reflexology; Neuromuscular Therapy; Structural Integration; Applied Kinesiology; Acupressure; Hot/Cold Stone Massage; Aromatherapy; Sports Massage; Flexibility; Exercise; Physiology of Massage; Body Mechanics; Chair Massage; Active Isolated Stretching; Barefoot Deep Tissue Massage; Business Practices; and Marketing.

FSR 105 – FLORIDA STATUTES/RULES AND HISTORY (10 hours)

1. Study and review of chapters 456, 480 Florida Statutes and 64B7 Florida Administrative Code. The State of Florida governs professional massage therapy through the Department of Health and the Florida Board of Massage Therapy.
2. History of massage will be studied.

HTP 106 – THEORY AND PRACTICE OF HYDROTHERAPY (15 hours)

1. Indications and contraindications of the application of heat and cold
2. Local and systemic effects of heat and cold
3. Proper use of equipment and protective draping for clients
4. Textbook study and practical demonstrations

MME 107 – MASSAGE MEDICAL ERRORS PREVENTION (2 hours)

This course is designed to teach therapists how to perform massage manipulations and techniques in a safe manner, preventing harm to the client, as well as identifying and avoiding endangerment sites.

HIV 108 – HIV/AIDS EDUCATION (4 hours)

1. History and technical background information on AIDS
2. Transmission of the virus
3. Symptoms of infection and treatment
4. Counseling and testing for HIV
5. Preventing and counseling infection

6. Legal and ethical issues

BAM 109 – BUSINESS ASPECTS OF MASSAGE (15 hours)

(Includes Leadership/Human Relations)

1. Types of business structures
2. How to write a business plan
3. How to design business cards and brochures
4. How to prepare informed consent forms
5. Marketing
6. How to choose and work with target markets

EOM 101 – ETHICS OF MASSAGE (4 hours)

This course will enable students to be prepared for the many situations they may encounter in their massage practices involving values, morals and ethical questions. Students will learn how to handle/address issues that frequently occur in massage practices. Students will become prepared to prevent most problems and comfortably manage situations when they do arise. Students will learn to accept the wide variety and diversity of clients, many with different backgrounds, whom they will encounter in practice. Using the materials presented in this class, students can then develop their own code of ethics.

A certification of completion/diploma is awarded for successful program completion.

501-HOUR MASSAGE THERAPY PROGRAM GRADING SYSTEM

The scale for graded subjects is as follows:

90 to 100 = A

80 to 89 = B

75 to 79 = C

0 to 74 = F

Below 75 is failing

Should a student fall below a "C" average in a graded subject, he/she will be offered special help to bring their level of proficiency to an acceptable level. Students will be allowed to retest on any subject that they have a failing grade in a maximum of two times in an effort to receive a passing grade and increase their overall average.

Students that are absent on scheduled test dates and receive a zero will be given the opportunity to take the missed test. Students are responsible to ask the instructor for the test. The instructor will not remind students to take missed tests. Student must be prepared to take the test at the earliest possible time upon returning to school. Staff will try to facilitate an available time during the students normal scheduled hours. If none is available, the student will need to use personal time, such as before or after school or during break time. If the student does not take the test on the first day they return to school, that will be considered the first of three attempts students are allowed for each test.

In the event a student is terminated or leaves the school, for any reason, all tests that have not been made up will receive a zero (0) grade, which will be included in the calculation of

successfully completed hours and grades. **Students will not receive any credits (hours) for any sections or times that have a failing grade.**

Grades and clock hours for the **Massage Therapy Anatomy and Physiology (MTA 101)** section will consist of tests, quizzes and palpation exercises related to all the systems of the human body, with special focus on the neuromusculoskeletal systems. Students must have a passing average on these tests to graduate.

Grades and clock hours for the **Basic Massage Theory (BTM 102)** section will consist of the tests from the massage textbook and lectures that are not designated as allied modalities sections, or hydrotherapy sections. Tests may also come from lectures, videos and handouts. Students must have a passing average on these tests to graduate.

Grades and clock hours for the **Massage Clinical Practicum (MCP 103)** will be determined by student participation in both the learning sections of the basic massage manipulations, techniques and routines, and by participation in the student clinic. Attendance and promptness (arriving on time and staying for the entire designated times) will play a large role in this grade. Following the written student clinical guidelines and clinic rules, which includes charting and other documentation requirements, will also factor in this grade. Any student that has missed more than the stated acceptable number of massage clinical dates (and has not made them up) when they leave the school (**for any reason**), or when the end of the contract period is up, will be deemed to have failed the entire clinical portion, and will not receive any credit for that entire time. These will not be averaged in with the theory tests to determine the passing/failing average, but will be counted separately.

All students are required to **successfully complete** the clinical practicum to complete the program. This section will start approximately 96 hours after the start of a class (for full-time students). Students will be given the opportunity to practice on many different people to gain the necessary skills and experience which are needed to be a successful practitioner. Remember, this is a "hands-on" career and the only way to become proficient is to practice, practice and then practice some more.

All clinical hours will be completed inside the school or during school-sponsored events that are supervised by a staff member. We provide all necessary equipment, the space for the massages and the clients. This is a great opportunity for our students, and students see this as the "fun" part of school. Students will only accumulate hours in the clinical practicum when they are actively involved in the "hands-on" portion of performing a massage on clients, which normally starts after approximately 96 hours of practice.

Grades and clock hours for the **Theory and Practice of Hydrotherapy (HTP 106)** section will consist of tests from the corresponding sections in the massage textbooks, separate hydrotherapy books, lectures, videos, handouts, and applications of hot and cold to other students, staff, or clients. Students must have a passing grade on this test to graduate.

Students in the 501-hour massage therapy program will receive a grade and clock hours in ten separate areas:

CREDIT HOURS	SUBJECT	COURSE NUMBER
150	1. Massage Therapy Anatomy and Physiology	MTA 101
100	2. Basic Massage Theory and History	BTM 102
125	3. Massage Clinical Practicum	MCP 103
76	4. Massage Allied Modalities	MAM 104
10	5. Florida Statutes/Rules and History	FSR 105
15	6. Theory and Practice of Hydrotherapy	HTP 106
2	7. Massage Medical Errors Prevention	MME 107
4	8. HIV/AIDS Education	HIV 108
15	9. Business Aspects of Massage	BAM 109
4	10. Ethics of Massage	EOM 101

Students in the 501-hour massage therapy program must take and pass both Alpha's final exam and the state licensing exam before they graduate. Students must take Alpha's final exam within two weeks of completing all lectures. Students are required to attempt the licensure exam within 30 days of passing the school's final examination.

900-HOUR MASSAGE THERAPY PROGRAM

900-HOUR MASSAGE THERAPY PROGRAM TUITION AND FEES

Tuition is charged for the scheduled class/clinic times, whether a student attends those classes or not. If a student is enrolled to attend classes, they are responsible to pay all associated tuition costs and other fees and/or expenses agreed to in their contract that accrue, whether the student successfully completes or attends the days/hours or not. Costs and charges stop only after the student officially withdraws.

FULL-TIME 900-HOUR MASSAGE THERAPY PROGRAM

(Cost shown before and after tuition is waived)

AM Class – usual tuition and fees

Enrollment fee	\$200.00	
Tuition	\$9,000.00	normal/usual tuition
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$990.00</u>	(\$99 per month for ten months)
Total cost	\$10,350.00	(based on approximate completion of ten months)

PM Class – usual tuition and fees

Enrollment fee	\$200.00	
Tuition	\$9,000.00	normal/usual tuition
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,188.00</u>	(\$99 per month for twelve months)
Total cost	\$10,548.00	(based on approximate completion of twelve months)

AM Class – tuition and fees for classes starting **October 2020, February, June 2021**

Enrollment fee	\$200.00	
Tuition	\$0	usual tuition being waived entirely
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$990.00</u>	(\$99 per month for ten months)
Total cost	\$1,350.00	(based on approximate completion of ten months)

PM Class – tuition and fees for classes starting **October 2020, February, June 2021**

Enrollment fee	\$200.00	
Tuition	\$0	usual tuition being waived entirely
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,188.00</u>	(\$99 per month for twelve months)
Total cost	\$1,548.00	(based on approximate completion of twelve months)

PART-TIME 900-HOUR MASSAGE THERAPY PROGRAM
 (Cost shown before and after tuition is waived)

AM Class – usual tuition and fees

Enrollment fee	\$200.00	
Tuition	\$9,000.00	normal/usual tuition
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,485.00</u>	(\$99 per month for fifteen months)
Total cost	\$10,845.00	(based on approximate completion of fifteen months)

PM Class – usual tuition and fees

Enrollment fee	\$200.00	
Tuition	\$9,000.00	normal/usual tuition
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,881.00</u>	(\$99 per month for nineteen months)
Total cost	\$11,241.00	(based on approximate completion of nineteen months)

AM Class – tuition and fees for classes starting October 2020, February, June 2021

Enrollment fee	\$200.00	
Tuition	\$0	usual tuition being waived entirely
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,485.00</u>	(\$99 per month for fifteen months)
Total cost	\$1,845.00	(based on approximate completion of fifteen months)

PM Class – tuition and fees for classes starting October 2020, February, June 2021

Enrollment fee	\$200.00	
Tuition	\$0	usual tuition being waived entirely
Books (approximate)	\$160.00	
<u>Supply Reimbursement Fee</u>	<u>\$1,881.00</u>	(\$99 per month for nineteen months)
Total cost	\$2,241.00	(based on approximate completion of nineteen months)

Supply Reimbursement Fee may include but is not limited to: lotions, sheets, gloves, finger cots, disinfectants, cleansers, massage tables, bolsters, table warmers, paper towels, toilet paper, soap, sanitizer, mints, first aid supplies, trash cans and liners, stones, hot stone warmers, topical analgesics.

900-HOUR MASSAGE THERAPY PROGRAM CLASS SCHEDULE

One clock hour describes 50 minutes in the presence of an instructor and an appropriate break. This represents best practice for the adult educational environment.

Classes are offered both during the day and in the evening, on a full-time or part-time basis.

Class hours are as follows:

900-hour daytime class meets from 9:00 a.m. until 4:00 p.m., five times per week.

900-hour evening class meets from 5:00 p.m. until 10:00 p.m., five times per week.

- 900-hour, full-time students are expected to attend five times per week.
- 900-hour, part-time students are expected to attend **a minimum** of three times per week.

Saturday and/or Sunday class/clinic hours may be offered when demand is sufficient.

Part-time students must attend one regularly scheduled lecture day/night every week and attend at least one regularly scheduled clinical day/night every week. These two nights must be completed Monday through Thursday. Friday must be used as a third day/night to attend during the week.

900-HOUR MASSAGE THERAPY PROGRAM ATTENDANCE POLICY

All students will be limited to a maximum of six hours credit per day and thirty hours per week. Students may attend additional/make-up hours (hours other than their normally scheduled hours) only when they have requested, in writing, to do so and their request has been approved, in writing, by an authorized staff member.

Attendance is to be prompt and regular. The state of Florida requires each student to complete a minimum of 500 classroom and clinic hours to complete the program and be eligible to take the required test to receive a Florida license for Massage Therapy. However, Alpha School of Massage requires a minimum of 900 hours, therefore, a strict attendance policy will be required to enable completion of the program by the end of the contract period.

Students exceeding three days of **unexcused** absences in a thirty-day period or having ten or more clinical misses can be terminated from school for unsatisfactory pursuit. The staff will determine whether an absence is excused or unexcused. Students that are late to class, or leave early, without an acceptable excuse, six times or more in a thirty-day period can be terminated.

Students that are too sick to participate in the massage clinical practicum will be required to clock out and leave the school. This protects both the student's health by allowing them time to rest and heal, and protects the staff, other students and clients. We expect any student that is sick and may possibly spread the illness to others at the school to remain away from the school until they are not in a contagious stage. Of course, no credit for any time or activity will be accrued during that time.

Students that are injured and unable to fully participate in the massage practicum may be allowed to remain and work in classroom activities, or to observe new material presented in the practicum, but no credit for clinical time or activity will be given.

900-HOUR MASSAGE THERAPY PROGRAM DAYTIME CLASSES ATTENDANCE POLICY

Daytime classes are scheduled from 9:00 a.m. until 4:00 p.m., Monday through Friday, with a one-hour lunch break, which will give the student six hours of class/clinic credit daily. Students that **must** leave between 3:00 p.m. and 4:00 p.m., due to work, will be permitted to do so, if proof from the employer is obtained. Those students will have to make up any missed hours and clinical practicum at the end of the program, or attend make-up times.

To meet our attendance requirements students in the **900-hour full-time** massage therapy program that attend the **daytime** classes **MUST** attend at least 108 hours every month (every four weeks). At least 120 hours of classes will be scheduled monthly during the weekdays. Students may miss a maximum of 10% of the scheduled time in class and/or clinic (approximately twelve hours monthly). **Students failing to maintain the 108 hour monthly minimum attendance requirement can be dismissed from the program.**

To meet our attendance requirements students in the **900-hour part-time** massage therapy program that attend the **daytime** classes **MUST** attend at least 65 hours every month (every four weeks). At least 120 hours of classes will be scheduled monthly during the weekdays. **Students failing to maintain the 65 hour monthly minimum attendance requirement can be dismissed from the program.**

Part-time students are required to schedule their classroom/lecture hours to be present during lectures pertinent to the subjects they have not covered yet. There is a syllabus provided which shows the date each subject will be covered and it is up to the part-time student to arrange their schedule to be present for required materials/subjects.

900-HOUR MASSAGE THERAPY PROGRAM EVENING CLASSES ATTENDANCE POLICY

Evening classes are scheduled from 5:00 p.m. until 10:00 p.m., Monday through Friday, with a thirty-minute break, which will give the student four and one-half hours of class/clinic credit daily. Students must be able to arrive by 5:30 p.m., at the latest, to participate in this program.

To meet our attendance requirements students in the **900-hour full-time** massage therapy program that attend the **evening** classes **MUST** attend at least 81 hours every month (every four weeks). At least 90 hours of classes will be scheduled monthly during the weekdays. Students may miss a maximum of 10% of the scheduled time in class and/or clinic (approximately nine hours monthly). **Students failing to maintain the 81 hour monthly minimum attendance requirement can be dismissed from the program.**

To meet our attendance requirements students in the **900-hour part-time** massage therapy program that attend the **evening** classes **MUST** attend at least 49 hours every month (every four weeks). At least 90 hours of classes will be scheduled monthly during the weekdays. **Students failing to maintain the 49 hour monthly minimum attendance requirement can be dismissed from the program.**

Part-time students are required to schedule their classroom/lecture hours to be present during lectures pertinent to the subjects they have not covered yet. There is a syllabus provided which shows the date each subject will be covered and it is up to the part-time student to arrange their schedule to be present for required materials/subjects.

900-HOUR MASSAGE THERAPY PROGRAM CURRICULUM

MTA	101	(means)	Massage Therapy Anatomy and Physiology
BTM	102	(means)	Basic Massage Theory and History
MAM	104	(means)	Massage Allied Modalities
FSR	105	(means)	Florida Statutes/Rules and History
HTP	106	(means)	Theory and Practice of Hydrotherapy
MME	107	(means)	Massage Medical Errors Prevention
HIV	108	(means)	HIV/AIDS Education
PFM	101	(means)	Pathology for Massage
SCP	103	(means)	Student Clinical Practicum
BAM	109	(means)	Business Aspects of Massage
EOM	101	(means)	Ethics of Massage

All courses with a 10 prefix are basic courses.

MTA 101 – MASSAGE THERAPY ANATOMY AND PHYSIOLOGY (175 hours)

1. Textbook study with lecture covering cellular structure through all organ systems of the body
2. Clinical importance of massage
3. Extensive study of musculoskeletal system (e.g., bone and muscle functions and identification). In addition to classroom lectures, students will have “hands-on” practice locating, palpating and identifying bones, bony landmarks, muscles and joints.
4. Medical vocabulary

BTM 102 – BASIC MASSAGE THEORY AND HISTORY (225 hours)

Includes training in Health and Safety. Approximately 50 hours of classroom lecture/training in numbers 1-8; 50 hours of lecture/training and practice in number 9; and 125 hours of training and practice in number 10.

1. General principles of massage (e.g., draping, positioning, lubricants, confidentiality, etc.)
 - This includes classroom lecture and practice sessions
2. The five basic massage strokes and many variations of each manipulation and/or technique
 - Students will learn not only how to apply the strokes, but will learn when, where and why to do so. Several massage routines will be shown and practiced.
3. Indications and contraindications, endangerment sites
 - This includes classroom lecture and “hands-on” practice locating endangerment sites and bony landmarks to identify these sites

4. Joint movements
5. Stroke approach to different parts of the body
6. Therapeutic and physiological effects
7. Health and safety
8. History of massage
9. Basic massage training, including learning and practicing a basic massage routine, and explaining how each manipulation affects the body
10. Types of massages and massage routines/protocols taught may include, but are not limited to:
 - A. Swedish/Spa Massage (the basis for everything else)
 - B. 4-Hand Massage (performed by two therapists working simultaneously on the same client)
 - C. Barefoot Deep Tissue Massage (the deepest and most effective massage possible)
 - D. Hot/Cold Stone Massage
 - E. Massage protocol for Migraine Headaches
 - F. Massage protocol for Tension Headaches
 - G. Massage protocol for Fibromyalgia
 - H. Massage protocol for TMJ disorders
 - I. Massage protocol for Tennis Elbow
 - J. Massage protocol for Golfer's Elbow
 - K. Massage protocol for Carpal Tunnel Syndrome
 - L. Massage protocol for Plantar Fasciitis (heel pain)

After the staff has demonstrated these types of massage, all students are expected to practice the massages on each other and/or the public until they are proficient in them.

SCP 103 – STUDENT CLINICAL PRACTICUM (265 hours)

1. Clinical practice of all modalities taught during the course, both in Basic Massage and in Allied Modalities
2. Student's practice may include, but not be limited to, the following:
 - A. Neuromuscular Therapy
 - B. Myofascial Release
 - C. Muscle Energy Techniques
 - D. Active Isolated Stretching
 - E. Barefoot Deep Tissue Massage
 - F. Hot/Cold Stone Massage
 - G. Protocols for many conditions (see previous)

MAM 104 – MESSAGE ALLIED MODALITIES (125 hours)

Lecture and demonstrations given by both our staff and by guest allied health care professionals to expose the students to post graduate studies available, as well as student practice in these areas. This consists of approximately 60 class hours and 65 practice/clinic hours.

Examples of subjects that may be covered include, but are not limited to: Reflexology; Neuromuscular Therapy; Structural Integration; Applied Kinesiology; Acupressure; Hot/Cold Stone Massage; Aromatherapy; Sports Massage; Flexibility; Exercise; Physiology of Massage; Body Mechanics; Chair Massage; Active Isolated Stretching; Barefoot Deep Tissue Massage; Business Practices; and Marketing

FSR 105 – FLORIDA STATUTES/RULES AND HISTORY (10 hours)

Study and review of chapters 456 and 480 Florida Statutes and 64B7 Florida Administrative Code. The State of Florida governs professional massage therapy through the Department of Health and the Florida Board of Massage Therapy.

HTP 106 – THEORY AND PRACTICE OF HYDROTHERAPY (15 hours)

1. Indications and contraindications of the application of heat and cold
2. Local and systemic effects of heat and cold
3. Proper use of equipment and protective draping for clients
4. Textbook study and practical demonstrations perhaps including, but not limited to:
 - A. Paraffin baths
 - B. Hot packs and cold packs
 - C. Eye compresses
 - D. Foot soaks/baths
 - E. Hot/Cold stone massage

MME 107 – MASSAGE MEDICAL ERRORS PREVENTION (2 hours)

This course is designed to teach therapists how to perform massage manipulations and techniques in a safe manner, preventing harm to the client, as well as identifying and avoiding endangerment sites.

HIV 108 – HIV/AIDS EDUCATION (3 hours)

1. History and technical background information on AIDS
2. Transmission of the virus
3. Symptoms of infection and treatment
4. Counseling and testing for HIV
5. Preventing and counseling infection
6. Legal and ethical issues

PFM 101 – PATHOLOGY FOR MASSAGE (50 hours)

1. Study of the pathology of different body systems with emphasis on the musculoskeletal system
2. Significance of diseases and trauma to massage. In addition to classroom lecture and study of these conditions, we will teach massage sessions designed for many of these conditions, such as, but not limited to:
 - a. frozen shoulder, rotator cuff injuries
 - b. sciatica
 - c. low back pain

- d. swimming injuries
- e. golfer's elbow, tennis elbow, carpal tunnel syndrome, etc.
- f. fibromyalgia
- g. headaches
- h. TMJD (temporomandibular joint dysfunction)

BAM 109 – BUSINESS ASPECTS OF MASSAGE (20 hours)
(Includes Leadership/Human Relations)

1. Types of business structures
2. How to write a business plan
3. How to design business cards and brochures
4. How to prepare informed consent forms
5. Marketing
6. How to choose and work with target markets

EOM 101 – ETHICS OF MASSAGE (10 hours)

This course will enable students to be prepared for the many situations they may encounter in their massage practices, involving values, morals, and ethical questions. Students will learn how to handle/address issues that frequently occur in massage practices. Students will become prepared to prevent most problems and comfortably manage situations when they do arise. Students will learn to accept the wide variety and diversity of clients, many with different backgrounds, whom they will encounter in practice. Using the materials presented in this class, students can then develop their own code of ethics.

A certification of completion/diploma is awarded for successful program completion.

900-HOUR MASSAGE THERAPY PROGRAM CLINICAL INTERNSHIP

After successful completion of at least 800 hours of classroom and clinical experience, all students enrolled in the 900-hour massage therapy program will perform 100 1-hour massages, or their equivalent, in the school's clinic, or other clinical setting approved by the school. These required massages may be any combination of table, floor and/or chair massages. This will constitute the clinical internship and will permit the student the opportunity to practice the advanced techniques that they were exposed to during the last several weeks of the first 800 hours. These students are highly sought after by employers because of this internship experience.

Massages will be counted as follows:

1. Four 15-minute chair massages will count as one 1-hour massage.
2. Five 10-minute chair/seated/on-site massages will count as one 1-hour massage.

All massage times/numbers must be verified, in writing, by the Administration. The internship must be completed within three months of the starting date.

Students must complete all the following before beginning the 100-massage clinical internship:

1. All class, theory, homework, and clinical practicum.
2. Pass the state licensing exam.
3. A minimum of 800 contact hours.
4. A minimum of 200 clinical massages with the public.

900-HOUR MASSAGE THERAPY PROGRAM GRADING SYSTEM

The scale for graded subjects is as follows:

90 to 100 = A 80 to 89 = B 75 to 79 = C 0 to 74 = F
Below 75 is failing

Should a student fall below a "C" average in a graded subject, he/she will be offered special help to bring their level of proficiency to an acceptable level. Students will be allowed to retest on any subject that they have a failing grade in a maximum of two times in an effort to receive a passing grade and increase their overall average.

Students that are absent on scheduled test dates and receive a zero will be given the opportunity to take the missed test. Students are responsible to ask the instructor for the test. The instructor will not remind students to take missed tests. Student must be prepared to take the test at the earliest possible time upon returning to school. Staff will try to facilitate an available time during the students normal scheduled hours. If none is available, the student will need to use personal time, such as before or after school or during break time. If the student does not take the test on the first day they return to school, that will be considered the first of three attempts students are allowed for each test.

In the event a student is terminated or leaves the school, for any reason, all tests that have not been made up will receive a zero (0) grade, which will be included in the calculation of successfully completed hours and grades. **Students will not receive any credits (hours) for any sections or times that have a failing grade.**

Grades and clock hours for the **Massage Therapy Anatomy and Physiology (MTA 101)** section will consist of tests, quizzes and palpation exercises related to all the systems of the human body, with special focus on the neuromusculoskeletal systems. Students must have a passing average on these tests to graduate.

Grades and clock hours for the **Basic Massage Theory (BTM 102)** section will consist of the tests from the massage textbook and lectures that are not designated as allied modalities sections, or hydrotherapy sections. Tests may also come from lectures, videos and handouts. Students must have a passing average on these tests to graduate.

Grades and clock hours for the **Massage Clinical Practicum (MCP 103)** will be determined by student participation in both the learning sections of the basic massage manipulations,

techniques and routines, and by participation in the student clinic. Attendance and promptness (arriving on time and staying for the entire designated times) will play a large role in this grade. Following the written student clinical guidelines and clinic rules, which includes charting and other documentation requirements, will also factor in this grade. Any student that has missed more than the stated acceptable number of massage clinical dates (and has not made them up) when they leave the school (**for any reason**), or when the end of the contract period is up, will be deemed to have failed the entire clinical portion, and will not receive any credit for that entire time. These will not be averaged in with the theory tests to determine the passing/failing average, but will be counted separately.

All students are required to **successfully complete** the clinical practicum to complete the program. This section will start approximately 96 hours after the start of a class (for full-time students). Students will be given the opportunity to practice on many different people to gain the necessary skills and experience which are needed to be a successful practitioner. Remember, this is a "hands-on" career and the only way to become proficient is to practice, practice and then practice some more.

All clinical hours will be completed inside the school or during school-sponsored events that are supervised by a staff member. We provide all necessary equipment, the space for the massages and the clients. This is a great opportunity for our students, and students see this as the "fun" part of school. Students will only accumulate hours in the clinical practicum when they are actively involved in the "hands-on" portion of performing a massage on clients, which normally starts after approximately 96 hours of practice.

Grades and clock hours for the **Theory and Practice of Hydrotherapy (HTP 106)** section will consist of tests from the corresponding sections in the massage textbooks, separate hydrotherapy books, lectures, videos, handouts, and applications of hot and cold to other students, staff, or clients. Students must have a passing grade on this test to graduate.

Students in the 900-hour massage therapy program will receive a grade and clock hours in eleven separate areas:

CREDIT HOURS	SUBJECT	COURSE NUMBER
175	1. Massage Therapy Anatomy and Physiology	MTA 101
225	2. Basic Massage Theory and History	BTM 102
265	3. Massage Clinical Practicum	SCP 103
125	4. Massage Allied Modalities	MAM 104
10	5. Florida Statutes/Rules and History	FSR 105
15	6. Theory and Practice of Hydrotherapy	HTP 106
2	7. Massage Medical Errors Prevention	MME 107
3	8. HIV/AIDS Education	HIV 108
50	9. Pathology for Massage	PFM 101
20	10. Business Aspects of Massage	BAM 109
10	11. Ethics of Massage	EOM 101

Students in the 900-hour massage therapy program must take and pass both Alpha's final and the state licensing exam before they can begin internship. Students must take Alpha's final exam within two weeks of completing all lectures. Students are required to attempt the licensure exam within 30 days of passing the schools final examination.

ESTHETICS SKIN CARE PROGRAM

ESTHETICS SKIN CARE PROGRAM DESCRIPTION

Our program is designed to meet the educational requirements set by the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology. The course focuses on educating students in skin care theory and hands-on experience in a real-world clinical setting. The curriculum is created to exceed the minimal competency in all services that a facial specialist will be required to perform. Our program provides students with a strong foundation in the science of skin and comprehension in skin analyzing.

Upon completion, students will have a solid foundation in anatomy and physiology. Students will have an understanding of Florida laws and regulations, business, and career development. The program instruction provides a well-rounded knowledge in basic facial treatments, product chemistry, hair removal, and makeup artistry. A student who completes this course will be prepared to enter the salon, spa, wax center, wellness center, or medical center as a facial specialist and makeup artist.

ABOUT ESTHETICS

In Florida, estheticians are called facial specialists. Estheticians specialize in the care of the skin. They perform various facials and skin treatments and may also apply cosmetics. They also provide preventive care for the skin and offer treatments to keep skin healthy and attractive.

Before the twentieth century, beauty techniques developed and transitioned at a snail's pace. In today's world, technology and popular demand have brought the industry to an entirely new level of sophistication. Although many treatments seem new and never tried, the reality is that most treatments provided today are derivations of ancient treatments.

A CAREER IN ESTHETICS AND SKIN CARE

Facial specialist offers the possibility of a richly rewarding career. The emotional satisfaction of helping others feel and look better, flexibility in terms of career opportunities, and the potential to earn a good living are just some of the benefits.

No longer a Hollywood beauty secret, estheticians are in demand everywhere. With changing attitudes about aging, the public is seeking out facial specialists, which is resulting in increased industry growth.

EMPLOYMENT OPPORTUNITIES

As the medical profession has expanded into cosmetic enhancement, opportunities and demands for well-educated estheticians have grown and diversified. Upon graduation and becoming registered, many facial specialists decide to work in a salon or day spa. Full-time and part-time opportunities are often available, and some facial specialists focus in such areas as spa treatments, age management, acneic skins, makeup application, or even waxing. Others decide to provide all services to their clients, and this is the most common type of employment new facial specialists seek upon graduation. Skill sets required include the ability to control inventory, develop service protocols, plan marketing, and build and maintain a client base.

TRAINING

Educational requirements for entrance into the field of esthetics vary throughout the country. There are thousands of schools in the United States with training periods varying from one month to two years depending on state requirements.

INCOME

Annual earnings depend on a variety of factors, including geographical location; demographics of that population; your desired scope of services; the costs of business operations; the “supply and demand” factor of your services in the area; the success of your marketing strategy; your own level of motivation and assertiveness; and your years of experience. The physical capabilities and ergonomic skills of the individual facial specialist will also be a factor relating to an individual’s potential income.

ADVANCEMENT AND CAREER MOVES

Facial specialists can shift the focus of their services as their individual areas of interest change throughout the years. That focus may, for example, shift from providing basic facials and skin care to providing more medically-oriented services for those who have burn scars, congenital disfigurements, and invasive surgery scars. Further education would be required to make this transition.

DISCLOSURE CONCERNING STATE REGISTRATION FOR FACIAL SPECIALIST

Upon successful completion of the program students must apply with the Department of Business and Professional Regulation (DBPR) to become a registered facial specialist. The following fees can change at any time and should be verified by the student: Florida Registration Application fee for Facial Specialist \$75, HIV Course \$20.

ESTHETICS SKIN CARE PROGRAM GRADUATION

Students will receive a certification of completion/diploma and a copy of an official transcript outlining the curriculum they completed when all obligations to the school and all stated requirements are met. All required documents will be sent electronically to the Florida Board of Cosmetology, allowing the student to apply for a state facial specialist license.

The entire program of study must be completed before a student can obtain a Florida Facial Specialist registration.

To successfully complete the program and graduate, each student must meet all of the following criteria:

1. Successful completion of the minimum number of hours for the program enrolled in.
2. Maintain a passing average in all graded subjects/areas.
3. Successfully complete all required clinical dates (students must make up all missed clinical dates).
4. Fulfill all financial obligations to the school.
5. Provide all required documentation to the school.
6. Purchase and maintenance of all required supplies.

Note: Certification of completion/diploma and/or transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

350-HOUR ESTHETICS SKIN CARE PROGRAM ACADEMIC CALENDAR

CLASS STARTING AND ENDING DATE FOR FULL TIME

First daytime term/class: begins September 21, 2020, ends approx. December 11, 2020
Second daytime term/class: begins October 26, 2020, ends approx. January 15, 2021
Third daytime term/class: begins December 07, 2020, ends approx. February 26, 2021
Fourth daytime term/class: begins January 11, 2021, ends approx. April 02, 2021
Fifth daytime term/class: begins February 22, 2021, ends approx. May 14, 2021
Sixth daytime term/class: begins March 29, 2021, ends approx. June 18, 2021
Seventh daytime term/class: begins May 10, 2021, ends approx. July 30, 2021
Eighth daytime term/class: begins June 14, 2021, ends approx. September 03, 2021
Ninth daytime term/class: begins July 26, 2021, ends approx. October 15, 2021

The date of completion is determined by the starting date, the frequency of attendance and the completion of all other requirements. Full-time students attending 350-hour esthetics skin care program during the daytime will be expected to complete the course in approximately 12 weeks.

If a student has not satisfactorily met all the requirements to complete the course of study by the ending date of their contract, they must enter into a new contract to complete the remaining requirements. The new contract will be for a specified time, the student must continue to attend during that period, and must complete all the remaining requirements during that period. Students will attend on the same schedule as all other students, with approximately half the time in clinic and half in class, unless the student desires (or needs) only clinical times. **There will be an additional enrollment fee for the additional hours in the new contract, based on the current fee schedule in effect when the contract is signed.**

350-HOUR ESTHETICS SKIN CARE PROGRAM REQUIRED SUPPLIES

All students will be required to purchase on their own (and bring to class by the second day of school) the following supplies:

1. Two flat sheets: twin-size or full-size
2. One clipboard with a copy of the school’s Student Handbook attached, paper, and writing instruments
3. Milady Standard Esthetics: Fundamentals, 11th edition, by Joel Gerson, Janet D’Angelo, Sallie Deitz, and Shelley Lotz, ISBN-13: 9781111306892 Publisher: Milady
<http://www.milady.cengage.com/esthetics.asp>
4. One Alpha School of Massage Esthetics Skin Care Program supply kit
5. Five pairs of full-length, tan/khaki/black scrub pants (see Student Handbook for dress code)
6. One pair closed-toe, comfortable shoes with no heel

These supplies and book will cost approximately \$400.00. Supplies purchased from the school are nonrefundable. Supplies must be purchased to attend class.

350-HOUR ESTHETICS SKIN CARE PROGRAM TUITION AND FEES

If a student is enrolled to attend classes, they are responsible to pay all associated tuition costs and other fees and/or expenses agreed to in their contract that accrue, whether the student successfully completes or attends the days/hours or not. Costs and charges stop only after the student officially withdraws.

FULL-TIME 350-HOUR ESTHETICS SKIN CARE PROGRAM

AM Class – tuition and fees		
Enrollment fee	\$200.00	
Tuition	\$3,000.00	
Book (approximate)	\$204.00	
<u>Supply Reimbursement Fee</u>	<u>\$597.00</u>	(\$199 per month for three months)
Total cost	\$4,001.00	(based on approximate completion of three months)

Supply Reimbursement Fee may include but is not limited to: skin care products, distilled bottled water, witch hazel, lotions, 4x4s, 2x2s, gloves, sheets, headbands, towels, laundry detergent, dish detergent, bleach, vinegar, wax, wax sticks, wax strips, wax prep and remover solutions, swabs, brushes, tools, table paper, disinfectants, cleansers, service tables, bolsters, table warmers, steamers, mag lamps, bulbs, towel warmer cabinets, microdermabrasion/multimachines, machine filters, wax warmers, products palettes, glass jars, bowls, paper towels, toilet paper, soap, sanitizer, mints, first aid supplies, trash cans and liners.

350-HOUR ESTHETICS SKIN CARE PROGRAM CLASS SCHEDULE

One clock hour describes 50 minutes in the presence of an instructor and an appropriate break. This represents best practice for the adult educational environment.

Classes are offered during the day on a full-time.

Class hours are as follows:

350-Hour Esthetics Skin Care Program:

350-hour daytime class meets from 9:00 a.m. until 4:00 p.m., five times per week.

Saturday and/or Sunday class/clinic hours may be offered when demand is sufficient.

350-HOUR ESTHETICS SKIN CARE PROGRAM ATTENDANCE POLICY

All students will be limited to a maximum of six hours credit per day and thirty hours per week. Students may attend additional/make-up hours (hours other than their normally scheduled hours) only when they have requested, in writing, to do so and their request has been approved, in writing, by an authorized staff member.

Attendance is to be prompt and regular. The state of Florida requires each student to complete a minimum of 260 classroom and clinic hours to complete the program and be eligible to receive a Florida certificate for Facial Specialist. However, Alpha School of Massage requires a minimum of 350 hours, therefore, a strict attendance policy will be required to enable completion of the program by the end of the contract period.

Students exceeding three days of **unexcused** absences in a thirty-day period or having ten or more clinical misses can be terminated from school for unsatisfactory pursuit. The staff will determine whether an absence is excused or unexcused. Students that are late to class, or leave early, without an acceptable excuse, six times or more in a thirty-day period can be terminated.

Students that are too sick to participate in the clinical practicum will be required to clock out and leave the school. This protects both the student's health by allowing them time to rest and heal, and protects the staff, other students and clients. We expect any student that is sick and

may possibly spread the illness to others at the school to remain away from the school until they are not in a contagious stage. Of course, no credit for any time or activity will be accrued during that time.

Students that are injured and unable to fully participate in the clinical practicum may be allowed to remain and work in classroom activities, or to observe new material presented in the practicum, but no credit for clinical time or activity will be given.

350-HOUR ESTHETICS SKIN CARE PROGRAM DAYTIME CLASSES ATTENDANCE POLICY

Daytime classes are scheduled from 9:00 a.m. until 4:00 p.m., Monday through Friday, with a one-hour lunch break, which will give the student six hours of class/clinic credit daily. Students that **must** leave between 3:00 p.m. and 4:00 p.m., due to work, will be permitted to do so, if proof from the employer is obtained. Those students will have to make up any missed hours and clinical practicum at the end of the program, or attend make-up times.

To meet our attendance requirements students in the **350-hour full-time** esthetics skin care program that attend the **daytime** classes **MUST** attend at least 108 hours every month (every four weeks). At least 120 hours of classes will be scheduled monthly during the weekdays. Students may miss a maximum of 10% of the scheduled time in class and/or clinic (approximately twelve hours monthly). **Students failing to maintain the 108 hour monthly minimum attendance requirement can be dismissed from the program.**

350-HOUR ESTHETICS SKIN CARE PROGRAM CURRICULUM

EST	101	(means)	Florida Laws and Rules
EST	102	(means)	HIV/AIDS
EST	103	(means)	Health, Sanitation, and Infection Control
EST	104	(means)	Ethics
EST	105	(means)	Skin Theory, Disease, and Disorders
EST	106	(means)	Hair Removal
EST	107	(means)	Product Chemistry
EST	108	(means)	Eyebrow Shaping
EST	109	(means)	Facial Techniques and Contraindications
EST	110	(means)	Electrical Equipment, Advanced Applications, and Peels
EST	111	(means)	Make-up Application
EST	112	(means)	Business and Salesmanship
EST	114	(means)	Eyelash Application
EST	115	(means)	Manual Extractions
EST	116	(means)	Lash and Brow Tinting
EST	117	(means)	Career and Employment

EST 101 – FLORIDA LAWS AND RULES (5 hours)

Students will receive a copy of the Florida Cosmetology law book. Students will gain comprehension of the facial specialty laws, rules, and regulations regarding consumer protection, malpractice, facial specialty licensing, license renewal, and continuing education.

EST 102 – HIV/AIDS (4 hours)

Students will study Milady's textbook chapters and additional materials on infection control which will include most current information on HIV/AIDS. Students will gain the knowledge of how to apply universal precautions in the work setting.

EST 103 – HEALTH, SANITATION, AND INFECTION CONTROL (10 hours)

Students will read Milady's textbook chapters and other materials. Students will study the theory and practical application of salon, spa, wellness center, and medical settings sanitation and sterilization including products, tools, equipment use and safety. Students will be able to explain and demonstrate the difference between sanitation and sterilization and the use of agents for each method. Students will gain the knowledge that will aid in their success of promoting consumer protection as well as to sanitize equipment in any professional setting to prevent the spread of disease.

EST 104 – ETHICS (2 hours)

Students will read Milady's textbook chapters, supplemental materials, and role play that will support their understanding of professional ethics; professional ethics towards clients, employers, and coworkers. Students will have a deep understanding of the pillars of good character, proper conduct, moral judgment and professional communication. Students will demonstrate professional image and good interpersonal communication skills in the work setting.

EST 105 – SKIN THEORY, DISEASE, AND DISORDERS (123 hours)

Students will read Milady's textbook and additional material. Students will advance their understanding of basic nutrition. Students will also gain an understanding of the anatomy of the body with a vast understanding of the anatomy of the face, head, neck, shoulders, arms and hands. Students gain the knowledge of physiology and histology of the skin. They will study the disorders and diseases of the skin and how to recognize them and when to refer clients to a physician.

EST 106 – HAIR REMOVAL (8 hours)

Students will read Milady's textbook chapters and current material on the topic of hair removal services for the public. They will gain a comprehension of hair growth, excess growth of hair, various methods of hair removal. Students will visit local facilities providing hair removal services. Students will practice services on each other and clients of Alpha School of Massage under the supervision of a licensed instructor. Students are required to complete 20 hair removal services.

EST 107 – PRODUCT CHEMISTRY (8 hours)

Students will study Milady's textbook chapters on basic chemistry and product chemistry. Students will research the chemistry of the facial products most commonly used by facial specialists. Students will increase their knowledge of the purpose of commonly used products.

EST 108 – EYEBROW SHAPING (1 hour)

Students will read Milady's textbook on proper eyebrow shaping. Students will explore the proper eyebrow shaping methods. They will demonstrate proper use of products, tools and sanitation. Students will practice on each other and clients of Alpha School of Massage under the supervision of a state licensed instructor.

EST 109 – FACIAL TECHNIQUES AND CONTRAINDICATIONS (117 hours)

Students will study Milady's textbook, additional material and role playing to comprehend basic facial services. Students will gain the knowledge of how to analyze the skin. Students will learn how to determine what products to use according to a client's skin type. Students will learn how each facial service can benefit a client. They will learn how to prepare the client and the treatment room for each service. Students will learn how to do a proper and professional client consultation. Students will also gain the knowledge of contraindications for various facial services. Students will develop the hands-on skills in product application, a removal, cleansing, extractions, a variety of facial treatments, and mini-facial treatments. Students will learn step by step facial massage. Students will learn how to correctly take a client history and complete S.O.A.P. notes for each service provided. They will also gain the skills for complete treatment room sanitation before and after service. Students will learn how to properly sanitize and sterilize all equipment and implements. Students will practice on each other and clients of Alpha School of Massage under the supervision of a state licensed instructor. Students are to complete 40 services.

EST 110 – ELECTRICAL EQUIPMENT, ADVANCED APPLICATIONS AND PEELS (43 hours)

Students will read the Milady's textbook chapters and other material provided to them by the instructor. Students will gain the comprehension of various facial treatments that involve electrical current and theory to advanced esthetic treatments and correct application. Students will understand contraindications for each of these services. Students will learn how to perform electrical treatments, microdermabrasion, AHA and BHA facial peels, enzyme peels, and body treatments. Students will gain the knowledge of how to work with mature skin, acneic skin, and damaged skin. Students will also gain the skills of hands-on preventive treatments and post-advanced treatment care. Students will be able to educate clients on home facial care for post-treatment services. Students will practice on each other and clients of Alpha School of Massage under the supervision of a state licensed instructor. Students are required to perform 5 advanced services.

EST 111 – MAKE-UP APPLICATION (7 hours)

Students will study the Milady's textbook chapters, additional material, and visit local cosmetic facilities to gain a deep comprehension of theory and practical application of day and evening make-up trends, theatrical make-up looks, and corrective make-up applications. Students will

learn how to contour and highlight clients' facial features. Students will gain the knowledge of facial shapes, color tones and hues, and selecting appropriate make-up looks for each individual. Students will be able to demonstrate sanitation and sterilization of implements and tools used for various make-up applications. Students will practice hands-on application on each other and clients of Alpha School of Massage. Students are required to complete 10 services.

EST 112 – BUSINESS AND SALESMANSHIP (3 hours)

Students will read the Milady's textbook chapters. Students will complete a current resume for facial specialty employment. Students will gain the knowledge in the different settings in which they can practice. Students will also create a business plan including, but not limited to, one-year goals, five-year goals, and ten-year goals. Students will also gain the knowledge of salesmanship and how to recommend products to clients that will aid in their facial treatments. Students are required to demonstrate how to sell products for at-home-care after 5 different facial services. Students will demonstrate these skills on each other under the supervision of a state licensed instructor.

EST 114 – EYELASH APPLICATION (10 hours)

Students will read the Milady's textbook section of eyelash application and additional material provided by the instructor. Students will understand the difference between strip lashes, individual lashes, flares, and semi-permanent lashes. Students will gain comprehension of lash application, lash removal, client maintenance, and lash fills. Students will gain knowledge of treatment room set up, sanitation and sterilization of tools and implements associated with eyelash application. Students will demonstrate these skills on each other under the supervision of a state licensed instructor. Students are required to provide 10 services.

EST 115 – MANUAL EXTRACTIONS (2 hours)

Students will read the Milady's textbook chapters on manual extractions. Students will learn how to properly perform extractions with hands and/or implements. Students will gain the comprehension of precautions to take during extractions, proper safety, sanitation and sterilization for implements. Students will demonstrate these skills on each other and clients of Alpha School of Massage under the supervision of a state licensed instructor. Students are required to complete 5 services.

EST 116 – LASH AND BROW TINTING (5 hours)

Students will study the Milady's textbook chapter about these services. Students will study and demonstrate the proper set-up, sanitation skills, application of tint, removal of tint, and implement sanitation and sterilization. Students will understand the contraindications and safety precautions to take with these services. Students will demonstrate these skills on each other and clients of Alpha School of Massage under the supervision of a state licensed instructor. Students are required to complete 10 services.

EST 117 – CAREER AND EMPLOYMENT (2 hours)

Students will read the Milady's textbook chapters to gain the understanding in the setting in which they can practice as a facial specialist. Students will research four different settings in which they would consider providing their services.

A certification of completion/diploma is awarded for successful program completion.

350-HOUR ESTHETICS SKIN CARE PROGRAM GRADING SYSTEM

The scale for graded subjects is as follows:

90 to 100 = A 80 to 89 = B 75 to 79 = C 0 to 74 = F
Below 75 is failing

Should a student fall below a "C" average in a graded subject, he/she will be offered special help to bring their level of proficiency to an acceptable level. Students will be allowed to retest on any subject that they have a failing grade in a maximum of two times in an effort to receive a passing grade and increase their overall average.

Students that are absent on scheduled test dates and receive a zero will be given the opportunity to take the missed test. Students are responsible to ask the instructor for the test. The instructor will not remind students to take missed tests. Student must be prepared to take the test at the earliest possible time upon returning to school. Staff will try to facilitate an available time during the students normal scheduled hours. If none is available, the student will need to use personal time, such as before or after school or during break time. If the student does not take the test on the first day they return to school, that will be considered the first of three attempts students are allowed for each test.

In the event a student is terminated or leaves the school, for any reason, all tests that have not been made up will receive a zero (0) grade, which will be included in the calculation of successfully completed hours and grades. **Students will not receive any credits (hours) for any sections or times that have a failing grade.**

Grades and clock hours for the lab/clinical will be determined by student participation in both the learning sections of the manipulations, techniques and routines, and by participation in the student clinic. Attendance and promptness (arriving on time and staying for the entire designated times) will play a large role in this grade. Following the written student clinical guidelines and clinic rules, which includes charting and other documentation requirements, will also factor in this grade. Any student that has missed more than the stated acceptable number of clinical dates (and has not made them up) when they leave the school (**for any reason**), or when the end of the contract period is up, will be deemed to have failed the entire clinical portion, and will not receive any credit for that entire time.

All students are required to **successfully complete** the clinical practice to complete the program. This section will start approximately 60 hours after the start of a class. Students will be given the opportunity to practice on many different people to gain the necessary skills and experience which are needed to be a successful practitioner. Remember, this is a "hands-on" career and the only way to become proficient is to practice, practice and then practice some more.

All clinical hours will be completed inside the school or during school-sponsored events that are supervised by a staff member. We provide all necessary equipment, the space for the services and the clients. This is a great opportunity for our students, and students see this as the "fun" part of school. Students will only accumulate hours in the clinical practicum when they are actively involved in the "hands-on" portion of performing services on clients, which normally starts after approximately 60 hours of practice.

Students in the 350-hour esthetics skin care program will receive a grade and clock hours in sixteen separate areas:

CREDIT HOURS	SUBJECT	COURSE NUMBER
5	1. Florida Laws and Rules	EST 101
4	2. HIV/AIDS	EST 102
10	3. Health, Sanitation, and Infection Control	EST 103
2	4. Ethics	EST 104
123	5. Skin Theory, Disease, and Disorders	EST 105
8	6. Hair Removal	EST 106
8	7. Product Chemistry	EST 107
1	8. Eyebrow Shaping	EST 108
117	9. Facial Techniques and Contraindications	EST 109
43	10. Electrical Equipment, Advanced Applications, and Peels	EST 110
7	11. Make-up Application	EST 111
3	12. Business and Salesmanship	EST 112
10	13. Eyelash Application	EST 114
2	14. Manual Extractions	EST 115
5	15. Lash and Brow Tinting	EST 116
2	16. Career and Employment	EST 117

Students in the 350-hour esthetics skin care program must take and pass Alpha's final exam before they graduate.



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